## Custom Development

| Functional Specification – Definition<br>(Please do not modify the data in this table, it is set on the server using the Properties Page, then populated here) | | | |
|---|---|---|---|
| Phase | Analysis | | |
| Start Date | January 1, 2001 12:00:00 AM PST | Stop Date | January 1, 2001 12:00:00 AM PST |
| Priority | priority not set | Deliverable ID | OIFPA013 |

| Functional Specification – Header | |
|---|---|
| Associated Activity | N/A |
| Technical Design | N/A |

### *Related Documents*

Please insert links to related Documents (Process Model Reference)

| Related Document | Comment |
|---|---|
| Mapping Outbound | Mapping Document |

### *Functional Specification Description*

This outbound interface produces 2 electronic files containing information on employees that were paid (Employee with gross pay only, those with zero gross pay should not be included). This information will be used to populate the Statewide Human Resource Database (OSHRD). The OSHRD database is used for statewide reporting and contains information on state employees as well as higher education institution employees.

The first interface file contains employee demographic information (name, address, gender, ethnicity, birth date, etc.), hours worked, unemployment insurance earnings, annual and sick leave balances, etc.

The second interface file contains the employee' job information (job code and title, salary information, employment dates, etc.).

The interface process will execute twice a month following the completion of the payroll process.

The interface files created on the 25th payroll are considered mid-month files and will only reflect employee earnings for the current 25th payroll.

The interface files created on the 10th payroll are considered month-end files and will combine employee earnings from the current 10th payroll and the prior month's 25th payroll.

Multiple APPOINTMENT records may be created for each employee based on the Cost Assignment detail. Cost Assignment may be assigned at the Organizational Unit level, can be


Confidential and Proprietary to Accenture

overridden at the Position level and may subsequently be overridden at the Employee level. Logic is required to determine where the Cost Assignment will be captured for reporting of the employee.

Once the Cost Assignment is determined, an Appointment interface record will be created for each Cost Assignment detail record found for the employee. The salary amount is prorated based on the Employment Percentage and the Cost Accounting detail percentage. The Position percent of full time is prorated based on the Cost Accounting detail percentage. For example, if an employee's salary is $4000 per month, employment percentage is 100% and there are 2 cost accounts for the employee, one at 40% and the other at 60%, two appointment records will be written. One record would reflect a salary of $1600 and an Employment percentage of 40%. The other record would reflect a salary of $2400 and an Employment percentage of 60%. These interface files will be created in the existing legacy format. The interface files will push to secure FTP server at DIS (ValiCert). The HRISD Operation staff will pull the files to the DIS mainframe for further processing and inclusion in the OSHRD database.

### *Development Information*

Estimated Hours: 145
Tech Design – 29
Build & Test - 116
Estimated Production Date: 01/01/2005

Comments: None

Development Complexity (High/Medium/Low): Medium

### *General Requirements*

Related RICEF Objects: None

Assumptions:

1. The interface files will be placed on the secure FTP server at DIS (ValiCert). The HRISD Operations staff will be required to pull the files from the server.
2. All required data will be available in SAP. However some data translation will be required to accommodate the existing OSHRD layout.


Confidential and Proprietary to Accenture

3. The interface file layout will be identical to the current OSHRD record layouts.
4. Between January 1, 2005 and April 1, 2005, the HRISD Operations staff will be required to merge the employee information from SAP with the employee information for PAY1 so all state employees are reported in the OSHRD database. Once Group 2 employees are implemented, the process will be re-addressed.
5. Currently there is no unique taxability model for unemployment eligible earnings so wage type /101 will be used. If a unique model is created at a later date, the use of another wage type would be better (e. /301 or /610 or /710).
6. This report will not match FI postings for the employee/position assignments because the source data is not the FI postings.
7. This interface is not needed for payroll area 10 .

Formatted: Bullets and Numbering

Audit/Checks:
Control totals (by file): # of records. The audit report will include a date and time stamp.

Transaction Volume:
Approximately 60,000 records per interface file.

Frequency (Annual/Bi-monthly, Daily, Hourly, Quarterly, Semi-Annual, Weekly):
Twice a month, after each Payroll Period (25th (mid-month process) and 10th (month-end process))

Processing Type (Batch/On-Line): Batch

Initiating Process: Successful completion of payroll processing.

Initiating Transaction/Program: N/A

Distribution: Secured FTP transfer from SAP to the DIS ValiCert server.

Output (Online/Print/Spreadsheet): Audit report to spool file

Summary Level (Detail/Drill Down/Summary): N/A

Audience: See Destination Source System Contact(s) below.

Module: Personnel Administration (PA)

Retention Requirements: Production files will be maintained for a minimum of 31 days

From System(s): SAP R/3
To System(s): HRISD Mainframe system - OSHRD


Confidential and Proprietary to Accenture

Deleted: ----------Page Break----------

### *Responsible Organizations*

| | Name | Phone # | Location |
|---|---|---|---|
| **Process Owner** | Todd Jenkins | 664-6372 | Dept of Personnel |
| **Source System Contact** | Todd Jenkins | 664-6372 | Dept of Personnel |
| **Destination System Contact** | Barb Baker | 664-6443 | Dept of Personnel |
| | Jerome Sweet | | Dept of Personnel |

### *Existing/Sample Programs, Reports, & Forms*

Job/Program Name: S0101111

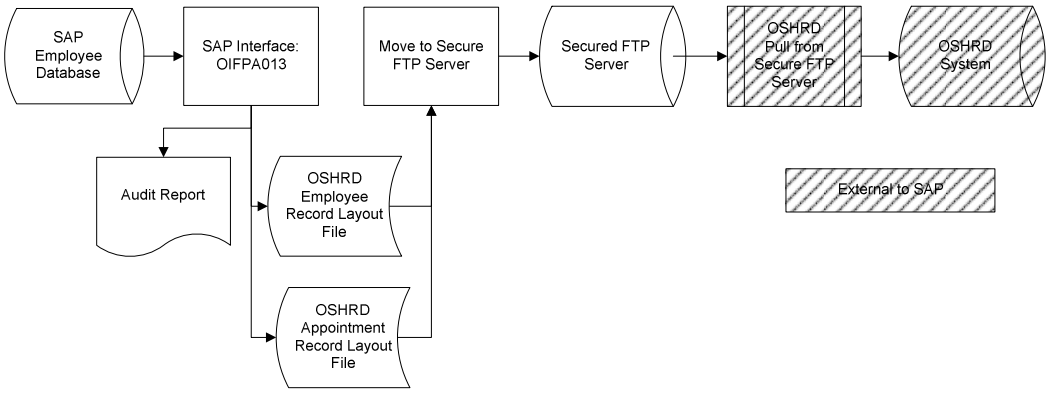
Menu / Transaction: CA7 Scheduled

Legacy Report/Form Number: N/A

Interface File Name: N/A

### *Design*

Process Flow Diagram:




Detailed Description:

Employee Record Layout:


Confidential and Proprietary to Accenture

1. Determine the reporting period to be run (mid-month: will only include the current 25th payroll; month-end: will include the current 10th payroll and the prior month's 25th payroll)
2. Determine the UI Month by reading T549Q for the pay period requested and get the month from T549Q-BEGDA. T558B is a year to date conversion table and can not be used.
3. For each Employee paid in the reporting period regardless of employment status found on the actions info type ie. If employee became inactive or separated in the pay period they are selected
   - Read the data from the cluster RU from PCL2.
   - Get the PERNR and read the corresponding PERID (SSN) from IT 0002 and write to the Internal Table 1.
   - Check for any change in PERID from the previous pay period and write to the Internal Table SSN – OLD field.
   - Read the Employee information from basic Infotypes 0, 1, 2, 6, 8, 14, 22, 41, 77 and 2006.
   - Update the internal table and write to out file.
4. Sort in the Layout format as shown in Mapping Document.
5. File will match legacy format, therefore; all decimal types with only a single decimal place (hours and leave balance) will need to be rounded UP
6. The permanent address subtype of '1' will be used for the address extract
7. Per update from SIR003355 the Name layout should now read as follows: Places the LASTNAME field, SUFFIX field (if available), a comma , a space character, FIRSTNAME field, a space character and MIDDLENAME field.
   Once the maximum number of characters is reached, the name compression is complete. However the comma and the space character (after the LASTNAME and SUFFIX) are required. If the last name is longer than 20 characters, the name will be the first 18 characters of the LastName, a comma and a space.

**Deleted:** <#>Loop at Internal Table and for each PERID read EEOCT (Job Category Code) from table T5U13 ¶

**Deleted:** .

Appointment Record Layout:

1. Determine the reporting period to be run (mid-month: include only the current 25th payroll; month-end: include the current 10th payroll and prior month 25th payroll)
2. For each Employee paid in the reporting period regardless of employment status found on the actions info type ie. If employee became inactive or separated in the pay period they are selected
   - Read the data from the cluster RU from PCL2.
   - Get the PERNR and read the corresponding PERID (SSN) from IT 0002 and write to the Internal Table 1.
   - Check for any change in PERID from the previous pay period and write to the Internal Table SSN – OLD field.
   - Read the Appointment Record information from the Infotypes 0, 1, 2 and 8.


Confidential and Proprietary to Accenture

- Loop at Internal table for each PERID, read PROZT (Full time percentage) from PPRHPR and STLTX (Job Title) from T513S.
- Capture the Cost Assignment detail for each employee. The Cost Assignment can be found in the Organization Unit (IT1018), can be overridden on the Position (IT1018) and can then also be overridden on the Employee (IT0027)
- For each Cost Assignment detail record found for the employee
    i. For the salaried employee prorate the salary amount (salary * employment percentage * cost assignment percentage)
    ii. Prorate the percent of full time field (employment percentage * cost assignment percentage)
    iii. Increment the Appointment Number Current and Appointment Number Previous by 1 starting at 01
- Update the internal table and write to the Appointment Record Layout file.

3. The salary/wage/contract $ amount field must consider both direct (amount stored in the basic pay info type) and indirect (amount not stored in the basic pay info type but found in the SAP configuration tables T510/T710) valuation of wage types. The "basic pay function module" will be called to get the correct amount.
4. Sort the Layout based on the Mapping Document for Appointment Record Layout.
5. There will be one record for each combination of EE and cost assignment (Functional Area in IT0027 or IT1018)

Performance Considerations: None

Security Requirements:

Mapping: Outbound Mapping_OIFPA013.xls

Design Constraints: None

Report Layout: Audit Report

Washington State Department of Personnel
OSHRD Outbound Interface Audit Report

Run Date: 05-06-2004
Run Time: 22:15:46

Message1 Message2 Message3

Filename: AAAAAA


Confidential and Proprietary to Accenture

| | |
|---|---|
| No. of Records Extracted: | ###,### |
| Filename: | BBBBBB |
| No. of Records Extracted: | ###,### |

Selection Criteria:

The selection screen should present a single payroll period with a current payroll period option. It is recommended to use the PNP logical database with the standard payroll selection screen for user interface consistency

- There will be an added radio button for "Payroll Period Only" or "Full Monthly"
- The "Payroll Period Only" option will extract records for the single payroll period
- The "Full Monthly" option will extract records for the full month that includes the payroll period requested, for the 1st through the last day of the month no matter if the payroll period is the 1st – 15th or 16th through last day
- We will allow for the selection of payroll area 10 (though not expected to be used/needed) for consistency with other gaps
- Include date range used as a message in audit log/report

**Deleted:** Payroll area on the screen --- can only be requested for payroll area 11. If any other value is entered, display an error message. This interface is not needed for payroll area 10 because the only employees in the payroll area are volunteer firefighters (personnel sub area 2201) and they are not part of the OSHRD system.¶
¶
Payroll period on the screen --- this payroll period must be exited (ie payroll process is complete). If the payroll period specified on the screen has a pay date of the 10th of the month, the file is for month end and the employee payroll data reported will be for the entire month. If the payroll period specified on the screen has a pay date of the 25th of the month, the file is for mid month and the employee payroll data reported will be for the first half of the month. ¶
¶
In period/for period view¶

**Formatted:** Font: Book Antiqua, 12 pt

**Formatted:** Indent: Left: 0"

**Formatted:** Indent: Left: 0.5"

Main Heading: N/A

Sub Heading: N/A

Totaling: N/A

Sorting: N/A

Page Breaks: N/A

Extraction Method (IDOC / Custom ABAP): ABAP

Extract File Layout: See mapping section

Load Method (IDOC / BDC / Direct Table update): N/A


Confidential and Proprietary to Accenture

Load File Layout: N/A

Interface Type: Outbound

Post Interface Activities:

1. Job to move file to secured FTP server at DIS (ValiCert)
2. Job to send email notification to the interface file recipient

### *Testing Requirements*

Key Business Test Conditions:

1. Check the current Pay period for the existing record in Cluster RU.
2. Test that the generated files match the Legacy format.

### *Error Handling*

Potential Errors:

If the interface ends abnormally or if the output file does not reach the target system, the request is executed again.

Notification Procedures:

Internal – HRISD production services checks interface batch job status and reviews audit logs as part of normal operating procedures.

External – Email is sent to DOP when outbound interface files have been moved to the secured FTP server at DIS (ValiCert).

### *Outstanding Issues or Questions*

Configuration issues need to be resolved for the following fields.

1. MILITARY SERVICE PERIOD is a One Character field, but in Infotype 81 we need to consider the period between BEGDA and ENDDA.
    - The mapping document uses info type 77 to derive this field based on veteran status. The info type selected will have an effective date (BEGDA) that is valid at the end of the pay period being reported
2. Only single DISABILITY indicator exists in Infotype 77, we need to check where the fields DISABILITY-LIFE and DISABILITY-WORK go in SAP.
    - The fields have been removed from the mapping document.


Confidential and Proprietary to Accenture

3. Clarification needs to be done in configuration about the fields POSITION PROGRAM and POSITION SUB-PROGRAM.
    - The fields have been set to N/A in the mapping document
4. Field HRISD IN TRAINING INDICATOR is an issue.
    - The mapping document was updated
5. The fields OCCUPATION LICENSE and MANAGEMENT LEVEL needs to be clarified with the configuration team.
    - The mapping document was updated

## Revision History

| Date | Section | Description of change |
|---|---|---|
| 7/24/2004 | Functional Specification Description | Description expanded and modified |
| 7/13/2004 | General Requirements | Assumptions expanded |
| 7/24/2004 | General Requirements | Audit checks |
| 7/19/2004 | General Requirements | Transaction volume |
| 7/24/2004 | General Requirements | Frequency |
| 7/13/2004 | General Requirements | Distribution modified |
| 7/24/2004 | General Requirements | Retention requirements modified |
| 7/13/2004 | Responsible Organizations | Destination Systems contact modified |
| 7/24/2004 | Design | Detailed description employee record layout modified |
| 7/24/2004 | Design | Detailed description appointment record layout modified |
| 7/13/2004 | Design | Post interface activities expanded |
| 02/08/2005 | Clarify design | Maria Basaraba |
| | | Add assumptions |
| | | Clarify definition of employees paid in the pay period |
| | | Selection criteria specified |
| | | Correct mapping spreadsheet |


Confidential and Proprietary to Accenture

| | | |
|---|---|---|
| 02/15/2005 | Finalize design | Maria Basaraba<br><br>Remove one assumption, clarify that all employees paid in the period are selected, UI earnings will be wage type /101, call basic pay function module to get salary, add comments to selection criteria and outstanding issues or questions, mapping document uses PA0235 not Q0235 |
| 02/15/2005 | Finalize design | **From:** Baker, Barb (DOP)<br>**Sent:** February 17, 2005 8:12 AM<br>**To:** Basaraba, Maria (DOP)<br>**Cc:** Nordby, Carol (DOP); Yao, Pete (DOP); DuFault, Allen (DOP)<br>**Subject:** RE: GAP # 13 - OSHRD outbound interface<br><br>I have reviewed this document one more time and have the following questions/comments:<br><br>**Page 1, Functional Specification Description, 2nd paragraph**: The ")" at the end of the paragraph should be removed.<br><br>**Page 5, Employee Record Layout, Item #1**: There needs to be a ")" added to the end of the paragraph.<br><br>**Page 7, Selection Criteria, Payroll Area on the screen**: I have concerns about not picking up Payroll Area 10. The employees in this payroll area are currently loaded into the OSHRD database. Is it possible to select all payroll areas for this interface? |

**Formatted:** Font: (Default) Arial, 10 pt, Font color: Blue


Confidential and Proprietary to Accenture

| | | |
|---|---|---|
| 03/01/2005 | Art's comments from TD | **From:** arthur.lanham@accenture.com [mailto:arthur.lanham@accenture.com]<br>**Sent:** February 25, 2005 10:42 AM<br>**To:** CarolN@dop.wa.gov; MariaB@dop.wa.gov<br>**Cc:** AllenD@dop.wa.gov; bharat.k.sheladia@accenture.com; PeteY@dop.wa.gov; bharat.k.sheladia@accenture.com<br>**Subject:** RE: Gap 13 released - FD Walkthrough on 2/25 Followup<br><br>Hi Maria and Carol,<br><br>Many of our questions were addressed during this walkthrough – thank you. Below is a list of issues identified during the FD walkthrough that need verification or resolution and may require updates to the functional design.<br><br>· The selection screen should present a single payroll period with a current payroll period option. It is recommended to use the PNP logical database with the standard payroll selection screen for user interface consistency.<br>o There will be an added radio button for "Payroll Period Only" or "Full Monthly".<br>o The "Payroll Period Only" option will extract records for the single payroll period.<br>o The "Full Monthly" option will extract records for the full month that includes the payroll period requested, for the 1st through the last day of the month no matter if the payroll period is the 1st – 15th or 16th through last day.<br>o We will allow for the selection of payroll area 10 (though not expected to be used/needed) for consistency with other gaps.<br>o Include date range used as a message in audit log/report.<br><br>· There will be one record for each combination of EE and cost assignment (Functional Area in IT0027 or IT1018).<br><br>· The salary calculation has the program double the payroll period amount for monthly reporting. We are assuming that the semi-monthly report (payroll period only) should not be doubled (not mentioned during the walkthrough but need to be verified).<br><br>· Verify if the comma in SNAME is expectable.<br><br>· The Job Category Code record field will be spaces (detail description says populate but mapping file says spaces).<br><br>· File will match legacy format, therefore; all decimal types with only a single decimal place (hours and leave balance) will need to be rounded (not mentioned during the walkthrough but need to be verified). |

**Formatted Table**

**Formatted:** Font: (Default) Arial, 9 pt

**Formatted** ... [1]
**Formatted** ... [2]
**Formatted** ... [3]
**Formatted** ... [4]
**Formatted** ... [5]
**Formatted** ... [6]
**Formatted** ... [7]
**Formatted** ... [8]
**Formatted** ... [9]
**Formatted** ... [10]
**Formatted** ... [11]
**Formatted** ... [12]
**Formatted** ... [13]
**Formatted** ... [14]
**Formatted** ... [15]
**Formatted** ... [16]
**Formatted** ... [17]
**Formatted** ... [18]
**Formatted** ... [19]
**Formatted** ... [20]


Confidential and Proprietary to Accenture

- Sick and annual leave balance will be derived from the difference of ANZHL and KVERB
- The wage types will be a selection screen parameter with default values. Please verify these values
- Sick leave will be quota type '30'
- Annual leave will be quota types '31', '34', '40'

- The permanent address subtype of '1' will be used for the address extract

We will use the assumptions discussed during the walkthrough to complete the TD by Friday, 2/25, and begin coding the week of 2/28. Updates maybe needed to the technical design as a result of changes to the initial assumptions. It is expected that any changes will be minor and identified prior to the completion of the coding and the start of unit testing, thereby, not impacting the development schedule.

I would like to briefly touch base the early part of the week starting 2/28

Maria Basaraba
Update the mapping document as well for employee name and sick/annual leave balances

**Formatted:** Not Highlight
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: (Default) Arial, 9 pt
**Formatted:** Font: 9 pt
**Formatted** ... [21]
**Formatted:** Font: 9 pt
**Formatted** ... [22]
**Formatted:** Font: 9 pt
**Formatted** ... [23]
**Formatted:** Font: 9 pt
**Formatted** ... [24]
**Formatted:** Font: 9 pt
**Formatted** ... [25]
**Formatted:** Font: 9 pt
**Formatted** ... [26]
**Formatted:** Font: 9 pt
**Formatted** ... [27]
**Formatted:** Font: Not Bold
**Formatted:** Not Highlight
**Formatted:** Font: Not Bold


Confidential and Proprietary to Accenture

03/02/05

**From:** Baker, Barb (DOP)
**Sent:** March 2, 2005 8:11 AM
**To:** Basaraba, Maria (DOP)
**Cc:** DuFault, Allen (DOP); 'bharat.k.sheladia@accenture.com'; Yao, Pete (DOP); 'bharat.k.sheladia@accenture.com'; Lanham, Arthur (DOP); Nordby, Carol (DOP)
**Subject:** RE: Gap 13 released - FD Walkthrough on 2/25 Followup

Here are my response:

**FD:**

Assumption # 7 (page 3) - I agree

Employee Record Layout #5 (page 5) - In our current system, we don't carry that many decimal positions. It seems to me that we should go ahead and round UP.
Employee Record Layout #6 (page 5) - I agree

Appointment Record Layout #5 (page 6) - Agreed
Appointment Record Layout #6 (page 6) - I think this should read "

1. The salary calculation has the program double the payroll period amount for semi-monthly reporting. We are assuming that the monthly report (payroll period only) should not be doubled

Selection Criteria (page 7): Sounds okay

**Mapping:**

Name: Format you defined will work.

Sick and Annual Leave Balance: I don't know if I can answer this. As long as we get the employee Leave Balances, that all we need and I agree.

Salary Unit Type: Since I have limited knowledge of data fields in SAP, I this give us the correct mapping, then I agree.

03/02/05

As per the mapping spreadsheet, the monthly salary is always used for monthly employees for the calculation. The comment saying "The amount calculated must be doubled to reflect a monthly salary amount" has been removed from the mapping spreadsheet because for monthly employees, it has already said to use "monthly salary".

**Formatted:** Not Highlight
**Formatted:** Font: Book Antiqua, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: Book Antiqua, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: Book Antiqua, 9 pt
**Formatted:** Font: 9 pt
**Formatted:** Font: Book Antiqua, 9 pt
**Formatted Table**


Confidential and Proprietary to Accenture

03/02/05 Daily rate employees

**From:** Baker, Barb (DOP)
**Sent:** March 2, 2005 5:09 PM
**To:** Basaraba, Maria (DOP)
**Cc:** DuFault, Allen (DOP); 'bharat.k.sheladia@accenture.com'; Yao, Pete (DOP); 'bharat.k.sheladia@accenture.com'; Lanham, Arthur (DOP); Nordby, Carol (DOP); Herriot, Brian (DOP)
**Subject:** RE: Gap 13 released - FD Walkthrough on 2/25 Followup -- last change

Maria,

I had a followup item to get you information on:

As for a Daily Rate employee, their salary is reported just like an hourly employee is reported - the full daily salary will be reported (no proration will occur).

Maria -- Mapping spreadsheet has been updated.

11/29/2005 Mapping document has been updated with the new merit system and employee category mapping. Due to R1A changes, the mapping used pay scale area instead of pay scale type.

The format of appointment number (previous and current) is also updated. It used to be the counter starts from 1, 2, and continue on. Right now, it has been updated to start from 01, 02, and continue on.

Gap 13 to include only employee with non-zero gross pay during the pay period. Salaried employee with multiple cost assignment will be prorated using the following formula: monthly salary * employment percentage * cost assignment

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Formatted:** Font: Book Antiqua, 10 pt

**Deleted:** 03/02/05

**Deleted:** As per the mapping spreadsheet, the monthly salary is always used for monthly employees for the calculation. The comment saying "The amount calculated must be doubled to reflect a monthly salary amount" has been removed from the mapping spreadsheet because for monthly employees, it has already said to use "monthly salary".


Confidential and Proprietary to Accenture

### *Approval Control*

This Functional Design was reviewed and approved by:

| Name | Disposition | Date |
|---|---|---|
| Barb Baker, Reports & Interfaces Team Lead | | |
| Brian Herriot, Reports & Interfaces Team Lead | | |
| Cathy Barsukoff, HRMS RICEF Team Lead | | |
| Jeremy McNutt, HRMS RICEF Team Lead | | |
| Tonja Amos, HRMS Project Management | | |
| Brian Turner, HRMS Project Management | | |


Confidential and Proprietary to Accenture

| | | |
|---|---|---|
| **Page 11: [1] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [1] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [2] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [2] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [3] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [3] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [4] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [4] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [5] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [5] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [6] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [6] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [6] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [6] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [7] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [7] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [7] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [7] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [8] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [8] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [8] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [8] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [9] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [9] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [9] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [9] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [10] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [10] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [10] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [10] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [11] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [11] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [12] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [12] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [13] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [13] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [14] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [14] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [15] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [15] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [16] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [16] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [17] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [17] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [18] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [18] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [19] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [19] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 11: [20] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: 9 pt

| | | |
|---|---|---|
| **Page 11: [20] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [21] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [22] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [23] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [24] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [25] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [26] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt

| | | |
|---|---|---|
| **Page 12: [27] Formatted** | **Maria Basaraba** | **3/2/2005 9:24:00 AM** |

Font: (Default) Arial, 9 pt